



The Chapel Hut Manual

This is the hut manual for the TSG's hut – The Chapel. Hopefully the information in here will answer any question that you may have.

The basic hut etiquette is very simple and universal: **be a good caver, be a good person.**

- Be considerate to anyone else using the hut – guests or members
- Clean up after yourself
- Take away anything that you brought with you

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BASICS

Phone Numbers

Hut Warden: David Steward (07969 079609)

Treasurer: Alastair Gott (07931 779380)

Secretary: Ann Soulsby (07946 232308)

Signing-in

Please sign-in as soon as you arrive at The Chapel. The signing-in book is also our fire register.

The signing-in book is kept on/by the shelves by the kitchen door.

Hut Fees

Booking fees should be paid before you leave The Chapel - Payment can be made by cash, cheque or bank transfer. The brown envelopes are on the shelves near the kitchen door. Put your hut fees / cheque inside and write your name(s), number of nights, date and amount paid on the envelope. Then post the envelope in the money safe on the wall next to the kitchen door.

- Cheques should be made payable to TSG.
- BACS - Sort Code: 40-33-30 Account No: 01247557 - Please indicate the name of your group or your name in the reference field.

There is an overflow safe upstairs in the common room.

Hut Fees are currently:

Members:	£4/night
Guests:	£6/night
Group Bookings (over 10 people):	£5/night
Day Fees (utility use, etc):	£1/day

Door Codes

The front door is accessed either by a key-fob (members) or using the key-pads. The door code is changed regularly and you should be given the code by the Booking Secretary once your booking is confirmed.

The internal door by using the guests' key, which is kept in the Garage key-safe. Use your guest code with an 'A' on the end to open the key safe and access the key.

The key is attached to a chain to avoid removing the key and accidentally locking yourself out.

Leaving Check-List

- Clear fridges of out-of-date food.
- Wash dirty pans and dishes, etc.
- Wipe all kitchen surfaces.
- Clean cooker hobs, oven and microwave.
- Empty kitchen bin and place bag in the wheelie bin in the garage.
- Replace bin liner in kitchen bin - spares can be found in brown cupboard near showers.
- Empty the recycle bins and take home for recycling.
- Sweep and mop the floor.
- Ensure all gas controls on ovens and hobs are OFF
- Ensure all electrical appliances, other than fridges, are OFF and plugs removed from sockets.
- Turn off fans, extractors and lights.
- Make sure that the guests key safe is locked.
- Check that you're all paid your hut fees and completed the sign-in register!

Thank you!

Parking

Parking in Castleton is a free-for-all. The preferred spaces are around the roads that box around the church. Otherwise there is a pay and display car park in the National Park car park (towards Winnat's Pass) and in the Peaks Inn pub car park.

While no-one has priority in the village, please be courteous to the village residents: you may take up a residents parking spot for a night or weekend, imagine how exasperating it would be if you could never park outside your own house!

Smoking

Smoking is NOT allowed inside. Please use the garden, which is accessed using the door opposite the kitchen.

Please clean-up any cigarette butts and keep the noise down early in the morning/late at night to be fair to our neighbours.



SERVICES

Electricity

The main electricity isolator switch and trip switches are in the wooden cabinet by the front door (and water stop cock). Full pictorial instructions are by the front door.

There is a second set of MCBs (trip switches) in the Main Room to the right of the door (as you enter from the Garage) in a wooden cabinet on the wall.

Gas

The gas isolation valve is located by the front door in a white cabinet (like domestic ones). Please don't touch this unless instructed to by a TSG member.

Water

The water stop cock and drain valve is located in the corner by the front door. Do not touch these unless it's an emergency!

Full pictorial instructions are by the front door.

WiFi

There is free WiFi in The Chapel. Do not use it for anything illegal and please be sensible about how much you download, etc. The code is displayed in the kitchen.

Please note you can only watch BBC programmes on iPlayer if you already have a TV Licence for your own address. However, as the TSG does not have a TV License you cannot plug it into the electricity mains.



EMERGENCY INFORMATION

Emergency Phones

Emergency telephones (999 only) are situated in the bunk rooms and the downstairs changing room.

Tell the emergency services that your address is:

*Technical Speleological Group
Chapel Works, Back Street
Castleton, Derbyshire
S33 8WE*

There is also a mobile phone in a break-glass unit outside the Kitchen - 07977 484958.

Fire Alarm / Safety Equipment

We carry out regular checks on all of the safety equipment at the Chapel. This equipment is for your protection and should not be tampered with in any way.

Garden Gate Exit - This exit is for EMERGENCY use only and is protected with a break glass bolt. It is very important that this is not breached, as it exits onto private property.

If, however any equipment is found to be damaged following your stay your group will be contacted with regards to paying for replacement / repair.

If the fire alarm should be set off accidentally, the control panel can be found in the Garage to the left of the main door separating the Chapel from the Garage. Instructions can be found adjacent to the panel, follow these instructions in order to turn it off and reset it.

Carbon Monoxide Alarm

There are carbon monoxide alarms fitted in the Kitchen and in the Main Room. If the alarms go off, turn off appliances if possible and evacuate the area. Do not enter until the alarms have ceased and call the Hut Warden (07969 079609) and/or the National Gas Emergency Service (0800 111 999).



Calling Cave Rescue

If a party is overdue on its call-out or you know there has been an accident, this is how to get Derbyshire Cave Rescue Organisation to respond:

DIAL 999 - Ask for POLICE - ask them for CAVE RESCUE.

Please have the following information ready:

Your Location and Phone Number

If an accident...

What happened?
Where underground did it happen?
When did it happen?
How many are injured?
What are the known injuries?
When did they go underground?
How many are still underground?

If missing or overdue...

When did they go underground?
When should they have come out?
How many are in the party?
Where did they go underground?
What route did they take?

Stay with the phone until help arrives. Preserve your mobile phone battery!



CLEANING AND RECYCLING

Cleaning Materials, Chemicals, etc

Spare cleaning supplies and toilet rolls, tea towels, bin bags, etc are in the cleaning cupboard in the main room next to the Tackle Store.

The dustpan & brush, broom, shovel and mop & bucket are clipped to the side of the cleaning cabinet. To avoid obstructions please hang up the cleaning equipment using the hooks and clips.

Waste & Recycling

Please take your recycling away with you at the end of the weekend. There are two recycling bins under the kitchen sink, a general waste bin by the kitchen door and a general waste wheelie bin by in the garage.

Glass bottles (no broken glass) should be put in the recycling bin under the sink.

Tin cans and plastic bottles should be put in the second recycling bin under the sink.

There is NO recycling collection. Please take bag-up your recycling and take it home. Or else the Derbyshire County Council Household Waste Recycling Centres: Chesterfield, S41 7LF; Northwood, Darley Dale (near Bakewell), DE4 2LF ; Waterswallows (near Buxton), SK17 7JB.

Waste bags are in the cleaning cupboard in the main room next to the tackle store.



HUT INFORMATION

Bunk Rooms

There are two bunk rooms: The Members' (upstairs on the right) and the Guests' (upstairs on the left). Guests should use the Guest bunkroom unless the Booking Secretary has given permission for your group to use the Members' Bunkroom. Members' will always have priority in their bunkroom. As always, be courteous.

Please *don't* sleep on the mezzanine level above the Main Room. In the event of a fire, you wouldn't want to climb down a ladder to get out.

Kitchen

Any equipment in the Kitchen is available for anyone to use. The only rule is that you clean up after yourselves and return things to their proper place.

Fridge/ hob/ oven-space is all on a first-come, first-served basis but it's easy to share and there's plenty of space.

There is a *sharing shelf* in the back left corner near the sinks. Feel free to use anything there.

Garden

Enjoy our garden (when the weather's right). Close the door when you go back in though and keep the noise to a reasonable level when it's early in the morning or late at night (e.g. after 23:00) to be fair to our neighbours.

Drying Room

The drying room is located in the Garage by the rope wash area. It is coin operated and accepts £1 coins.

The drying room switch and light switch are situated to left of the door. When the switch is on, the red light is only lit if in credit. The meter can be found under the electric cabinet on your right as you enter the changing / shower room area. Place £1.00 coin in slot and turn knob anticlockwise until the coin registers. More than one coin can be deposited.



TACKLE & BATTERY CHARGING

Borrowing Tackle

The TSG tackle is just intended for TSG members. If you find yourself short of something though, ask a TSG member and they may be able to lend you something. Don't pre-plan trips based on borrowing TSG tackle though.

All tackle should be signed-out and then back in again (cleaned, dried and checked). Full details are in the TSG Rope Policy.

Charging Lights

There is a specific battery charging station in the Main Room on the right as you enter (opposite the toilets). We ask you to only use this location to charge batteries because of the risk of battery fires (better they just burn a shelf in an incombustible room than on a wooden floor/mattress, etc). The charging station has a lower-rated fuse more suitable to its duty.

As with all electrical equipment, ensure that it is in good (and safe!) working order: no-one wants an electrical fire or someone to get hurt. e.g. No loose wires, bare cables, cracked casing, etc.



OTHER INFORMATION

Damage

Sometimes accidents happen and things get damaged. Please clean up the mess and report it to the Hut Warden or the Booking Secretary (bookings@tsgcaving.co.uk). You may have to pay for the damage although we usually prefer you to put any damage right or replace the damaged items yourself, this will be at the discretion of the TSG Officers.

Parties

We hope you have a great time during your stay but please remember to be considerate to our neighbours and other people using The Chapel. This is easy to do and still have fun, just think about where and how loudly you're having your fun; it's fine to still be partying at 3 AM just have the music playing more quietly than at 11 PM so anyone in bed can still sleep.

Other questions?

If you can't find the answer to your questions in this manual (our policies are at the back too) then try the notice board in the Kitchen or phone the Hut Warden.